

March 17, 2005

AGENDA
ILLINOIS CIVIL SERVICE COMMISSION
MARCH 17, 2005

- I. OPENING OF MEETING AT 9:00 A.M. AT 160 NORTH LASALLE, SUITE S-901, CHICAGO, ILLINOIS

- II. PRESENT

- III. APPROVAL OF MINUTES OF REGULAR MEETING HELD FEBRUARY 17, 2005

WILL THE COMMISSION APPROVE THE MINUTES OF THE REGULAR MEETING HELD FEBRUARY 17, 2005?

March 17, 2005

IV. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE

A. Report on Exempt Positions

<u>Agency</u>	<u>Total Employees</u>	<u>Number of Exempt Positions</u>
Aging	157	6
Agriculture	486	17
Arts Council	22	1
Banks & Real Estate.....	1	0
Capitol Development Board.....	16	0
Central Management Services.....	1328	115
Children and Family Services	3433	40
Civil Service Commission.....	4	0
Commerce & Econ. Opportunity.....	460	58
Commerce Commission	56	0
Corrections	14,298	116
Criminal Justice Authority	80	5
Deaf and Hard of Hearing Comm.	7	1
Developmental Disabilities Council.....	10	1
Elections Board	56	1
Emergency Management Agency.....	112	2
Employment Security	1911	25
Environmental Protect. Agency.....	1114	17
Fin. & Prof. Regulation	814	34
Guardianship and Advocacy	109	6
Historic Preservation Agency.....	213	8
Human Rights Commission.....	11	2
Human Rights Department.....	135	7
Human Services.....	15,348	60
Investment Board	3	1
Labor	76	7
Labor Relations Board Educational.....	17	2
Labor Relations Board Local	1	0
Labor Relations Board State.....	18	2
Law Enforce. Trng. & Standard Bd.....	24	1
Medical District Comm.	2	0
Military Affairs	145	3
Natural Resources	1437	28
Pollution Control Board	25	3
Prisoner Review Board.....	22	0
Property Tax Appeal Board.....	22	2
Public Aid.....	2283	23
Public Health	1142	28
Revenue.....	2056	57
State Fire Marshal	134	7
State Police.....	1508	5
State Police Merit Board	5	1
State Retirement Systems	84	1
Transportation	4,324	1
Veterans Affairs	1175	2
Workers Compensation Comm	170	7
TOTALS	54,854	703

IV. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (continued)

B. Governing Rule - Jurisdiction B Exemptions

- a) Before a position shall qualify for exemption from Jurisdiction B under Section 4d(3) of the Personnel Code, the position shall be directly responsible to:
 1. The Governor, or
 2. A departmental director or assistant director appointed by the Governor, or
 3. A board or commission appointed by the Governor, or
 4. The head of an agency created by Executive Order, or the director or assistant director of an agency carrying out statutory powers, whose offices are created by the Governor subject to legislative veto under Article V, Section 11, of the Constitution of 1970, which agency head, director, or assistant director may themselves be subject to exemption under Section 4d(3), or
 5. In an agency having a statutory assistant director, a deputy director exercising full line authority under the director for all operating entities of the agency, provided the statutory role of assistant director is vacant or is assigned clearly distinct and separate duties from the deputy director and as a colleague to him, or
 6. A line position organizationally located between the director and/or assistant director and a subordinate statutorily exempt position(s), provided the position proposed for exemption has line authority over the statutory exempt position(s), or
 7. The elected head of an independent agency in the executive, legislative, or judicial branch of government.
- b) If a position meets the above criterion, it must, in addition, be responsible for one or more of the following before it shall be approved as exempt:
 1. Directs programs defined by statute and/or departmental, board, or commission policy or possess significant authority when acting in the capacity of a director of programs to bind the agency.
 2. Makes decisions in exercising principal responsibility for the determination or execution of policy which fix objectives or state the principles to control action toward operating objectives of one or more divisions, such decisions being subject to review or reversal only by the director, assistant director, board or commission.
 3. Participates in the planning and programming of departmental, board, or commission activities, integrating the plans and projections of related divisions, and the scheduling of projected work programs of those agencies.

* * *

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IV. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (continued)

C. Central Management Services – Proposed Exemption

The following 4d(3) request for exemption was continued at the February 17, 2005 meeting until March 17, 2005 meeting.

COPY

Dear Chairman Kolker:

The Department of Central Management Services is requesting 4d(3) policy exemption of the following position:

Position Title:	Senior Public Service Administrator
Position Number:	40070-37-62-400-00-01 ¹
Bureau/Division:	Bureau of Property Management/Transactions & Property
Incumbent:	Vacant
Supervisor:	Manager of Transactions and Property Administration
Location:	Cook County

The rationale for requesting this exemption is supported by the following:

1. The Manager of Real Property Transactions reports to the Manager of Transactions and Property Administration (MTPA) who in turn reports to the Deputy Director of Property Management for Central Management Services.
2. This position exercises principal responsibility for the determination and execution of policy involved in the development, negotiation and implementation of real property disposition and acquisition statewide which fixes objectives and states principles towards operating objectives of multiple divisions and agencies with decisions being subject to reversal only by the Deputy Director of Property Management.
3. This position serves as official spokesperson and representative acting with autonomy on behalf of the agency in negotiations with prospective clients, property owners and their representatives in the disposition of surplus properties and the acquisition of new properties possessing significant independent authority acting in the capacity of the MTPA, the Deputy Director of Property Management, CMS and the client agencies to bind the agency to commitments in the development and negotiation of dispositions and acquisitions consisting of an annual disposition income/acquisition spend portfolio of approximately \$15 - \$25 million (primarily consisting of disposition income due to migration towards the increased economy in

¹Change in Position Number.

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IV. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (continued)

many cases of leased real estate versus owned real estate) thereby impacting the economy and operational efficiency of all agencies, boards and commissions occupying and or utilizing state-owned facilities and properties statewide. Also impacting the economy and efficiency of operations in addition to the real property income and expenditure budget for which this position is responsible, the Transactions Financial Analysis staff which this position manages is responsible for the provision of financial, market, lease versus by analyses, property valuation and comparable properties studies and the development of financial models to analyze property transactions for all real property transactions and also the most monetarily substantial leases negotiated by the Bureau Transactions Managers.

4. This position plans and programs the activities of other divisions in Property Management, senior management of all client agencies statewide which occupy and /or utilize owned facilities and properties, prospective clients, property owners and their representatives in the development, execution and implementation of dispositions and acquisitions of facilities and properties integrating the plans and projections of these related entities, and schedules projected work activities of those entities in the transaction process during the negotiation and execution of the sale and purchase of facilities and properties.

Considering similarities of this requested position with those of other 4d(3) exempted positions in Central Management Services, I recommend 4d(3) exemption.

To facilitate your review, I have enclosed copies of the position description and organization charts. If additional information is required, please contact Larry Plummer in the Bureau of Personnel at 557-0225.

END OF COPY

WILL THE COMMISSION GRANT THE REQUEST FOR EXEMPTION FROM JURISDICTION B OF THE PERSONNEL CODE FOR THE FOLLOWING POSITION?

Position Title:	Senior Public Service Administrator
Position Number:	40070-37-62-400-00-01
Bureau/Division:	Bureau of Property Management/Transactions & Property
Incumbent:	Vacant
Supervisor:	Manager of Transactions and Property Administration
Location:	Cook County

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IV. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (continued)

D. Central Management Services – Proposed Exemption

The following 4d(3) request for exemption was continued at the February 17, 2005 meeting until March 17, 2005 meeting.

COPY

Dear Chairman Kolker:

The Department of Central Management Services is requesting 4d(3) policy exemption of the following position:

Position Title:	Senior Public Service Administrator
Position Number:	40070-37-62-300-00-01 ²
Bureau/Division:	Bureau of Property Management/Transactions & Property
Incumbent:	Vacant
Supervisor:	Manager of Transactions and Property Administration
Location:	Sangamon County

The rationale for requesting this exemption is supported by the following:

1. The Manager of Transactions – Central and Southern Regions reports to the Manager of Transactions and Property Administration who in turn reports to the Deputy Director of Property Management for Central Management Services.
2. This position exercises principal responsibility for the determination and execution of policy involved in the development, negotiation and implementation of leases for the Central and Southern Regions to accommodate geographically varying real estate economics, leasing regulations and client agencies' operational requirements in these Regions which fixes objectives and states principles towards operating objectives of multiple divisions and agencies with decisions being subject to reversal only by the Deputy Director of Property Management.
3. This position serves as official spokesperson and representative acting with autonomy on behalf of the agency in negotiations with property owners, landlords and their representatives in the leasing of all new properties and the restructuring of existing leasing arrangements, possessing significant independent authority acting in the capacity of the MTPA, the Deputy Director of Property Management, CMS

²Change in Position Number.

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IV. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (continued)

and the client agencies to bind the agency to commitments in the development and negotiations of leases consisting of an annual spend portfolio of approximately \$40 million thereby impacting the economy and efficiency of operations of all agencies, boards and commissions occupying leased facilities located in these Regions.

4. This position plans and programs the activities of other divisions in Property Management, senior management of all Central and Southern Region client agencies, property owners and their representatives in the development, execution and implementation of leases for facilities integrating the plans and projections of these related entities and schedules projected work activities of those entities in the lease transaction process during the initial development of lease specifications, the lease negotiation and execution process.

Considering similarities of this requested position with those of other 4d(3) exempted positions in Central Management Services, I recommend 4d(3) exemption.

To facilitate your review, I have enclosed copies of the position description and organization charts. If additional information is required, please contact Larry Plummer in the Bureau of Personnel at 557-0225.

END OF COPY

WILL THE COMMISSION GRANT THE REQUEST FOR EXEMPTION FROM JURISDICTION B OF THE PERSONNEL CODE FOR THE FOLLOWING POSITION?

Position Title:	Senior Public Service Administrator
Position Number:	40070-37-62-300-00-01
Bureau/Division:	Bureau of Property Management/Transactions & Property
Incumbent:	Vacant
Supervisor:	Manager of Transactions and Property Administration
Location:	Sangamon County

E. Central Management Services – Proposed Exemption

The following 4d(3) request for exemption was continued at the February 17, 2005 meeting until March 17, 2005.

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IV. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (continued)

COPY

Dear Chairman Kolker:

The Department of Central Management Services is requesting 4d(3) policy exemption of the following position:

Position Title:	Senior Public Service Administrator
Position Number:	40070-37-62-200-00-01 ³
Bureau/Division:	Bureau Of Property Management/Transactions and Property Administration
Incumbent:	Vacant
Supervisor:	Manager of Transactions and Property Administration
Location:	Cook County

The rationale for requesting this exemption is supported by the following:

1. The Manager of Transactions – Chicago and Northern Regions reports to the Manager of Transactions and Property Administration who in turn reports to the Deputy Director of Property Management for Central Management Services.
2. This position exercises principal responsibility for the determination and execution of policy involved in the development, negotiation and implementation of leases for the Chicago and Northern Regions to accommodate geographically varying real estate economics, leasing regulations and client agencies' operational requirements in these Regions which fixes objectives and states principles towards operating objectives of multiple divisions and agencies with decisions being subject to reversal only by the Deputy Director of Property Management.
3. This positions serves as official spokesperson and representative acting with autonomy on behalf of the agency in negotiations with property owners, landlords and their representatives in the leasing of all new properties and the restructuring of existing leasing arrangements possessing significant independent authority acting in the capacity of the MTPA, the Deputy Director of Property Management, CMS and the client agencies to bind the agency to commitments in the development and negotiations of leases consisting of an annual spend portfolio of approximately \$40 million thereby impacting the economy and operational efficiency of all agencies, boards and commissions occupying leased facilities located in the these Regions.
4. This position plans and programs the activities of other divisions in Property Management, senior management of all Chicago and Northern Region client agencies, property owners and their representatives in the development, execution and implementation of leases for facilities integrating the plans and projections of these related entities and schedules projected work activities of those entities in the lease transaction process during the initial development of lease specifications, the lease negotiation and execution process.

³Change in Position Number.

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IV. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (continued)

Considering similarities of this requested position with those of other 4d(3) exempted positions in Central Management Services, I recommend 4d(3) exemption.

To facilitate your review, I have enclosed copies of the position description and organization charts. If additional information is required, please contact Larry Plummer in the Bureau of Personnel at 557-0225.

END OF COPY

WILL THE COMMISSION GRANT THE REQUEST FOR EXEMPTION FROM JURISDICTION B OF THE PERSONNEL CODE FOR THE FOLLOWING POSITION?

Position Title:	Senior Public Service Administrator
Position Number:	40070-37-62-200-00-01
Bureau/Division:	Bureau Of Property Management/Transactions and Property Administration
Incumbent:	Vacant
Supervisor:	Manager of Transactions and Property Administration
Location:	Cook County

F. Department of Employment Security - Proposed Exemption

The following recommendation and supporting materials were received from the Director of the Illinois Department of Employment Security.

COPY

Dear Director Rumman:

As provided in Section 4d(3) of the Personnel Code, I am proposing exemption of the following position:

Position Title:	Senior Public Service Administrator
Position Number:	40070-44-07-000-00-01
Division:	Office of Legal Counsel
Incumbent:	Joseph P. Mueller
Supervisor:	Director
Location:	Sangamon County

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IV. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (continued)

This position reports directly to the Director. This position will serve as a policy-formulating manager and will plan, develop, organize, control and evaluate the activities of Chief Legal Counsel of the Agency; perform highly responsible legal work which involves the conduct and/or supervision of official opinions; and represent the Director in litigation and other legal actions. As manager, this position will formulate policy, initiate and implement broad administrative programs, long-range goals and objectives for the State and Federal Legislation Program, as well as serving as agency spokesperson for IDES in matters regarding State and Federal Legislative issues. Through subordinate supervisors, oversees all legal staff engaged in agency legal activities.

The attached CMS-104 and organizational chart(s) will depict the placement and responsibility of this position.

END OF COPY

CMS Recommendation

This position meets the reporting criteria of the Commission Rules and considering similarities of the requested position with those of other 4d(3) exempt positions, CMS recommends 4d(3) exemption.

WILL THE COMMISSION GRANT THE REQUEST FOR EXEMPTION FROM JURISDICTION B OF THE PERSONNEL CODE FOR THE FOLLOWING POSITION?

Position Title:	Senior Public Service Administrator
Position Number:	40070-44-07-000-00-01
Division:	Office of Legal Counsel
Incumbent:	Joseph P. Mueller
Supervisor:	Director
Location:	Sangamon County

G. Illinois Environmental Protection Agency - Proposed Exemption

The following recommendation and supporting materials were received from the Director of the Illinois Environmental Protection Agency.

COPY

Dear Director Rumman:

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IV. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (continued)

We are requesting approval to exempt the following position in accordance with Section 4d(3) of the Personnel Code.

Position Title: Senior Public Service Administrator
Position Number: 40070-46-14-000-00-01
Division: Bureau of Water
Incumbent: Marcia Willhite
Supervisor: Deputy Director
Location: Sangamon County

This position serves as Bureau Chief for Water and reports to the Deputy Director at the Illinois EPA located in Springfield, Illinois. The position performs highly sensitive and policy-making functions for the Bureau of Water. Duties include directing and coordinating the functions and activities of all program areas and management operations within the Bureau of Water.

The attached CMS-104 and organizational chart depicts the placement and responsibilities of this position. If additional information is needed, please contact me so that we may respond effectively and expeditiously.

END OF COPY

CMS Recommendation

This position meets the reporting criteria of the Commission Rules and considering similarities of the requested position with those of other 4d(3) exempt positions, CMS recommends 4d(3) exemption.

WILL THE COMMISSION GRANT THE REQUEST FOR EXEMPTION FROM JURISDICTION B OF THE PERSONNEL CODE FOR THE FOLLOWING POSITION?

Position Title: Senior Public Service Administrator
Position Number: 40070-46-14-000-00-01
Division: Bureau of Water
Incumbent: Marcia Willhite
Supervisor: Deputy Director
Location: Sangamon County

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IV. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (continued)

H. **Department of Financial and Professional Regulation - Proposed Exemption**

The following recommendation and supporting materials were received from the Director of the Illinois Department of Financial and Professional Regulation.

COPY

Dear Director Rumman:

I am requesting that the following position of Senior Public Service Administrator be exempted from Jurisdiction B of the Illinois Personnel Code under provisions of Paragraph 4d(3):

Position Title:	Senior Public Service Administrator
Position Number:	40070-13-02-200-00-01
Division:	Fiscal
Incumbent:	Vacant
Supervisor:	Secretary
Location:	Cook County

It appears this position qualifies for such exemption as follows:

1. The position will report to the Secretary of the Department;
2. will have principal administrative responsibility serving as the Department State Purchasing Officer acting authoritatively as policy formulating administrator of the DFPR Office of Strategic Sourcing and Procurement in planning, directing, implementing and administering all Department-specific procurement functions; and
3. will serve as office Department spokesperson on behalf of the Secretary and the Department to all internal and external entities including the Governor's office, the legislature, the Office of Management and Budget, vendors, contractors, public, private and federal officials on procurement issues.

If you require additional information, please contact Richard Foxman, Human Resources Director, at 312/814-3230.

END OF COPY

CMS Recommendation

This position meets the reporting criteria of the Commission Rules and considering similarities of the requested position with those of other 4d(3) exempt positions, CMS recommends 4d(3) exemption.

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IV. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (continued)

WILL THE COMMISSION GRANT THE REQUEST FOR EXEMPTION FROM JURISDICTION B OF THE PERSONNEL CODE FOR THE FOLLOWING POSITION?

Position Title: Senior Public Service Administrator
Position Number: 40070-13-02-200-00-01
Division: Fiscal
Incumbent: Vacant
Supervisor: Secretary
Location: Cook County

I. **Department of Financial and Professional Regulation - Proposed Exemption**

The following recommendation and supporting materials were received from the Director of the Illinois Department of Financial and Professional Regulation.

COPY

Dear Director Rumman:

I am requesting that the following position of Senior Public Service Administrator be exempted from Jurisdiction B of the Illinois Personnel Code under provisions of Paragraph 4d(3):

Position Title: Senior Public Service Administrator
Position Number: 40070-13-10-403-00-01
Division: Thrifts Division
Incumbent: Vacant
Supervisor: SPSA (40070-13-10-400-00-01)
Location: Cook County

It appears this position qualifies for such exemption as follows:

1. The position will report to an Assistant Director of the Department;
2. will have principal administrative responsibility for the planning, formulation and implementation of policies and procedures on any matter involving the state-wide operations of the Thrifts Division in the Bureau of Residential Finance for the Department; and

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IV. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (continued)

3. will serve as spokesperson, representing the Director and the Department on all boards of directors of thrifts, government officials, other state agencies, community organizations and the public.

END OF COPY

CMS Recommendation

A review of organizational placement reveals that the position does not meet the reporting relationship criteria of the Commission rules. Therefore, we do not recommend 4d(3) exemption be extended this position.

WILL THE COMMISSION GRANT THE REQUEST FOR EXEMPTION FROM JURISDICTION B OF THE PERSONNEL CODE FOR THE FOLLOWING POSITION?

Position Title:	Senior Public Service Administrator
Position Number:	40070-13-10-403-00-01
Division:	Thrifts Division
Incumbent:	Vacant
Supervisor:	SPSA (40070-13-10-400-00-01)
Location:	Cook County

J. Illinois Department of State Police - Proposed Exemption

The following recommendation and supporting materials were received from the Director of the Illinois Department of State Police.

COPY

Dear Director Rumman:

The Illinois State Police is requesting 4d(3) policy exemption for the following position:

Position Title:	Senior Public Service Administrator
Position Number:	40070-21-12-000-00-01
Division:	Administration
Incumbent:	Vacant
Supervisor:	Deputy Director of Administration
Location:	Sangamon County

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IV. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (continued)

This position serves as the Chief of the Fiscal Management Bureau. Due to the nature and scope of the duties of this position, as well as the sensitivity of the issues encountered, I am requesting this position be granted exempt status. Enclosed are a position description and an organizational chart of our agency.

Your early review and positive presentation of this proposal to the Civil Service Commission would be greatly appreciated. If additional information is needed, please contact Ms. Mary Ann Pollard, Chief, Human Resource Bureau at 217/785-1325, so that we may respond most effectively and expeditiously.

END OF COPY

CMS Recommendation

This position meets the reporting criteria of the Commission Rules and considering similarities of the requested position with those of other 4d(3) exempt positions, CMS recommends 4d(3) exemption.

WILL THE COMMISSION GRANT THE REQUEST FOR EXEMPTION FROM JURISDICTION B OF THE PERSONNEL CODE FOR THE FOLLOWING POSITION?

Position Title:	Senior Public Service Administrator
Position Number:	40070-21-12-000-00-01
Division:	Administration
Incumbent:	Vacant
Supervisor:	Deputy Director of Administration
Location:	Sangamon County

K. Department of Public Aid - Proposed Exemption

The following recommendation and supporting materials were received from the Director of the Department of Public Aid.

COPY

Dear Director Rumman:

We are proposing the exemption of the following position as provided in Section 4d(3) of the Personnel Code.

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IV. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (continued)

Position Title: Senior Public Service Administrator
Position Number: 40070-33-00-000-20-22
Division: Office of the Director
Incumbent: Vacant
Supervisor: Director
Location: Cook County

This position serves as my Health Insurance Portability and Accountability Act (HIPAA) and Computer Security Policy Advisor. The incumbent serves as my liaison to the Governor's Office and is responsible for formulating and developing policies consistent with federal and state rules and regulations governing our agency's implementation of the HIPAA rules and regulations. The incumbent will work closely with me in all matters relating to the development and evaluation of agency policies affecting the way the confidentiality and security of individual medical information is maintained. This person will have full authority to act in my behalf with respect to these responsibilities and will have principle administrative responsibility for the manner in which agency policy affecting medical information confidentiality is implemented.

The attached CMS-104 Position Description and organizational chart depict the placement and responsibility of this position. If you need additional information, please contact Theresa Bietsch in our Division of Personnel and Administrative Services at 782-3328.

END OF COPY

CMS Recommendation

This position meets the reporting criteria of the Commission Rules and considering similarities of the requested position with those of other 4d(3) exempt positions, CMS recommends 4d(3) exemption.

WILL THE COMMISSION GRANT THE REQUEST FOR EXEMPTION FROM JURISDICTION B OF THE PERSONNEL CODE FOR THE FOLLOWING POSITION?

Position Title: Senior Public Service Administrator
Position Number: 40070-33-00-000-20-22
Division: Office of the Director
Incumbent: Vacant
Supervisor: Director
Location: Cook County

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IV. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (continued)

L. **Department of Veterans' Affairs - Proposed Exemption**

The following recommendation and supporting materials were received from the Director of the Illinois Department of Veterans' Affairs.

COPY

Dear Director Rumman:

We are proposing the exemption of a new Senior Public Service Administrator, Opt. 1, as provided in Section 4d(3) of the Personnel Code.

Position Title:	Senior Public Service Administrator
Position Number:	40070-34-00-300-00-01
Division:	Director's Office
Incumbent:	Vacant
Supervisor:	Director
Location:	Sangamon County

This position is a Deputy Director position and reports directly to the Director of the Department of Veterans' Affairs and directs and administers policies and procedures affecting agency human resource programs for the Agency. This position acts with the full authority of the Director in performing outreach to the legislature, other State Agencies and to community organizations.

The attached CMS-104 and organizational charts will depict the placement and responsibility of this position.

END OF COPY

CMS Recommendation

This position meets the reporting criteria of the Commission Rules and considering similarities of the requested position with those of other 4d(3) exempt positions, CMS recommends 4d(3) exemption.

WILL THE COMMISSION GRANT THE REQUEST FOR EXEMPTION FROM JURISDICTION B OF THE PERSONNEL CODE FOR THE FOLLOWING POSITION?

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IV. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (continued)

Position Title:	Senior Public Service Administrator
Position Number:	40070-34-00-300-00-01
Division:	Director's Office
Incumbent:	Vacant
Supervisor:	Director
Location:	Sangamon County

V. MOTION TO GO INTO EXECUTIVE SESSION

WILL THE COMMISSION HOLD AN EXECUTIVE SESSION TO CONSIDER APPEALS OF DISMISSAL FILED WITH THE COMMISSION?

VI. RECONVENE MEETING

March 17, 2005

VII. NON-MERIT APPOINTMENT REPORT

The Personnel Code permits non-merit appointments for a limited period of time, i.e., emergency appointments shall not exceed 60 days and shall not be renewed, and positions shall not be filled on a temporary or provisional basis for more than six months out of any twelve-month period. Consecutive non-merit appointments are not violative of the Code, however, they do present a possible evasion of merit principles and should be monitored. Set forth below is the number of consecutive non-merit appointments made by each department. These statistics are from the Department of Central Management Services consecutive non-merit report as of February 28, 2005.

	<u>1/31/05</u>	<u>2/28/05</u>
Central Management Services	4	3
Children & Family Services	1	6
Comm. & Econ. Opportunity	5	4
Employment Security	1	1
Human Services	5	5
Labor	0	1
Natural Resources	6	1
Property Tax Appeal Board	0	1
Public Aid	8	9
Public Health	1	0
Revenue	1	1
State Fire Marshal	1	0
State Retirement Systems	0	1
Transportation	<u>8</u>	<u>12</u>
Totals	41	45

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VIII. PUBLICLY ANNOUNCED DECISIONS RESULTING FROM APPEAL

• **DISCHARGE** (On Remand)

DA-38-01

Respondent	Elizabeth Terrell	Appeal Date	2/13/01
Agency	DHS	Decision Date	8/08/02
Type of Appeal	Discharge	ALJ	Leonard Sacks
Charge(s)	Recipient Abuse.	Recommended Decision	Charges Not Proven; ALJ Recommends Respondent be Reinstated.

DOES THE COMMISSION CONCUR IN THE DETAILED FINDINGS OF FACT AND LAW IN THE ABOVE MATTER?

• **DISCHARGE** (On Remand)

DA-91-04

Respondent	Alvin Bond	Appeal Date	4/16/05
Agency	DOT	Decision Date	3/2/05
Type of Appeal	Discharge	ALJ	Daniel Stralka
Charge(s)	Absent Without Approved Leave.	Recommended Decision	Charges Partially Proven; Discharge Upheld.

DOES THE COMMISSION CONCUR WITH THE RECOMMENDED DECISION ON REMAND IN THE ABOVE MATTER?

• **DISCHARGE** (On Remand)

DA-60-04

Respondent	Oyindamola Omole	Appeal Date	9/20/03
Agency	DHS	Decision Date	2/8/05
Type of Appeal	Discharge	ALJ	Andrew Barris
Charge(s)	Neglect.	Recommended Decision	Charges Proven; Discharge Upheld.

DOES THE COMMISSION CONCUR WITH THE RECOMMENDED DECISION ON REMAND IN THE ABOVE MATTER?

VIII. PUBLICLY ANNOUNCED DECISIONS RESULTING FROM APPEAL (continued)

- **DISCHARGE**

DA-94-04

Respondent	Patricia L. Hammonds	Appeal Date	5/10/04
Agency	DCFS	Decision Date	3/08/05
Type of Appeal	Discharge	ALJ	Andrew Barris
Charge(s)	Conduct Unbecoming A State Employee; Retaliation.	Recommended Decision	Charges Partially Proven; 30-Day Suspension in Lieu of Discharge.

DOES THE COMMISSION CONCUR WITH THE RECOMMENDED DECISION IN THE ABOVE MATTER?

- **DISCHARGE**

DA-41-05

Respondent	Erik Cozzolino	Appeal Date	1/21/05
Agency	DOC	Decision Date	2/15/05
Type of Appeal	Discharge	ALJ	Daniel Stralka
Charge(s)	Non-Certified Employee.	Recommended Decision	Appeal Withdrawn; ALJ Recommends Dismissal.

DOES THE COMMISSION CONCUR WITH THE RECOMMENDED DECISION IN THE ABOVE MATTER?

- **RULE VIOLATION** (On Remand)

RV-01-02

Petitioner	Mark Thompson	Appeal Date	7/02/01
Agency	IDPR	Decision Date	2/23/05
Type of Appeal	Rule Violation	ALJ	Andrew Barris
Charge(s)	Politically Motivated Geographical Transfer.	Recommended Decision	ALJ Finds Geographical Transfer was Politically Motivated.

DOES THE COMMISSION CONCUR WITH THE RECOMMENDED DECISION ON REMAND IN THE ABOVE MATTER?

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VIII. PUBLICLY ANNOUNCED DECISIONS RESULTING FROM APPEAL (continued)

• **DISCHARGE**

DA-11-05

Respondent	Vincent Smith	Appeal Date	7/23/04
Agency	IIC*	Decision Date	3/1/05
Type of Appeal	Discharge	ALJ	Daniel Stralka
Charge(s)	Writing Inappropriate Threatening Statements.	Recommended Decision	Failure To Appear; ALJ Recommends Dismissal.

DOES THE COMMISSION CONCUR WITH THE RECOMMENDED DECISION IN THE ABOVE MATTER?

• **DISCHARGE**

DA-38-05

Respondent	Teresa Montgomery	Appeal Date	12/27/04
Agency	DPA	Decision Date	3/1/05
Type of Appeal	Discharge	ALJ	Andrew Barris
Charge(s)	Absenteeism.	Recommended Decision	Failure to Appear; ALJ Recommends Dismissal.

DOES THE COMMISSION CONCUR WITH THE RECOMMENDED DECISION IN THE ABOVE MATTER?

IX. APPEALS TERMINATED WITHOUT DECISION

• **DISCHARGE**

DA-89-04

Respondent	Helene G. Schaefer	Appeal Date	3/23/04
Agency	DCFS	Decision Date	2/15/05
Type of Appeal	Discharge	ALJ	Daniel Stralka
Charge(s)	Breach of Confidentiality; Failure to Perform Supervisory Duties.	Recommended Decision	Settlement; ALJ Recommends Dismissal.

DOES THE COMMISSION CONCUR WITH THE RECOMMENDED DECISION IN THE ABOVE MATTER?

*Now known as Illinois Workers Compensation Commission.

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IX. APPEALS TERMINATED WITHOUT DECISION (continued)

• **DISCHARGE**

DA-12-05

Respondent	Audrey J. Edwards	Appeal Date	7/29/04
Agency	IDFPR	Decision Date	3/01/05
Type of Appeal	Discharge	ALJ	Daniel Stralka
Charge(s)	Disorderly Conduct-Fighting on State Property.	Recommended Decision	Joint Stipulation To Dismiss; ALJ Recommends Dismissal.

DOES THE COMMISSION CONCUR WITH THE RECOMMENDED DECISION IN THE ABOVE MATTER?

• **DISCHARGE**

DA-55-05

Respondent	Maurice Randle	Appeal Date	2/9/05
Agency	DHS	Decision Date	3/1/05
Type of Appeal	Discharge	ALJ	Daniel Stralka
Charge(s)	Conduct Unbecoming; Unauthorized Absence.	Recommended Decision	Appeal Withdrawn; ALJ Recommends Dismissal.

DOES THE COMMISSION CONCUR WITH THE RECOMMENDED DECISION IN THE ABOVE MATTER?

X. AMENDMENTS IN CLASS SPECIFICATIONS

A. **The following class title was submitted for establishment by the Director of Central Management Services:**

Current Position Title

Proposed Position Title

New Position

Revenue Computer Audit Specialist

Classification Analysis

The Department of Revenue has requested a new classification that will recognize a specialty area within the revenue-auditing field. Candidates who have progressed in the

X. AMENDMENTS IN CLASS SPECIFICATIONS (continued)

tax auditing field and have attained at least one year of experience as a Revenue Auditor 3 and who have successfully completed training in an agency approved computer audit specialist training program may qualify for one of the limited number of positions intended for this new classification. The new class recognizes the added skill needed for a senior tax auditor who is trained in utilizing specialized auditing software, including database software for personal computers and some programming to work with complex audits. Positions in this classification provide training and assistance to other auditors in performing complex tax audits utilizing computer assisted methods and statistical sampling techniques.

WILL THE COMMISSION APPROVE THE ESTABLISHMENT OF THE FOLLOWING CLASS TITLE TO BE EFFECTIVE APRIL 1, 2005?

Revenue Computer Audit Specialist

B. The following class title was submitted for establishment by the Director of Central Management Services:

Current Position Title

Proposed Position Title

New Position

Elevator Inspector

Classification Analysis

The Elevator Inspector is proposed for creation to comply with the Elevator Safety and Regulation Act. This law provides for public safety of life and limb and promotes public safety awareness and describes various work roles of elevator personnel including inspectors. The training and experience of the inspectors should recognize the safety hazards inherent in elevator construction and repair and perform the procedures to conform with the requirements of the law.

As presently envisioned, this class would consist of two Elevator Inspector positions, one based in Chicago and the other based in Springfield. The inspectors are required to possess certification as Qualified Elevator Inspector (ASME QEI-1) by the American Society of Mechanical Engineers. These state inspectors will monitor and reinspect the work performed by licensed civilian or private inspectors outside the Chicago city limits; civilian or private elevator inspectors employed by the city of Chicago are exempt from reinspections by this class. However, if an elevator-related accident costing at least \$1,000 occurs anywhere in the State of Illinois, an incumbent of the Elevator Inspector class will investigate the accident.

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X. AMENDMENTS IN CLASS SPECIFICATIONS (continued)

WILL THE COMMISSION APPROVE THE ESTABLISHMENT OF THE FOLLOWING CLASS TITLE TO BE EFFECTIVE APRIL 1, 2005?

Elevator Inspector

WILL THE COMMISSION DISAPPROVE ANY CLASS SPECIFICATIONS RECEIVED BY THE COMMISSION STAFF NOT CONTAINED IN THIS REPORT TO ALLOW ADEQUATE STUDY?

XI. STAFF REPORT

XII. ANNOUNCEMENT OF NEXT MEETING

Announcement of the next regular meeting to be held on Thursday, April 21, 2005 at 9:00 a.m. in the Commission's Chicago Office.

XIII. MOTION TO ADJOURN